

# Marin County Community Development Agency

Alex Hinds, Director

## GENERAL/COMMUNITY PLAN AMENDMENT FACT SHEET

### DEFINITION

The Marin Countywide Plan, individual community plans, (i.e. Stinson Beach, Strawberry and Nicasio Valley, etc.) and Local Coastal Plan establish an overall framework and set of goals and policies for future growth and development. A plan amendment is required to amend the text or land use maps of the Countywide Plan, Local Coastal Plan or any community plan. A plan amendment may be initiated by:

1. Application by one or more owners of property affected by the proposed amendment; or by
2. Action of the Board of Supervisors; or by
3. Action of the Planning Commission; or by
4. Setting of hearing before the Planning Commission at the direction of the Planning Director.

### TIME FRAME FOR PROCESSING

Generally, action is taken by the Board of Supervisors within 10 or 12 weeks from the date when environmental review is completed.

### APPLICATION PROCESS

- STEP 1** PRE-APPLICATION RESEARCH/REVIEW - Before submitting your application, you should call or visit the Zoning Counter for policies and regulations that could affect your proposal. You can schedule a pre-application meeting either at the Zoning Counter or by calling the Planning Department.
- STEP 2** SUBMIT APPLICATION AT ZONING COUNTER - The submittal requirements for a plan amendment are listed later in this fact sheet. Plan amendments are subject to environmental review as required by the California Environmental Quality Act (CEQA). Please refer to a separate fact sheet entitled "Environmental Review" which contains submittal requirements for an Environmental Review Submission and a description of the environmental review process. Please check with the counter planner if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.
- STEP 3** STAFF APPLICATION PROCESSING - A planner will be assigned to process your application. He/she will transmit your proposal and any pertinent materials to relevant public agencies, such as Department of Public Works, Fire Department, etc., for their review and comments.
- STEP 4** DETERMINATION OF COMPLETENESS - The planner assigned to your project will review your application for completeness. The Environmental Review Submission will be reviewed for completeness with the plan amendment application. State law requires that staff determine whether the application is complete within 30 days from submittal. You will be sent an Application Notice informing you whether your application is complete or incomplete, and if incomplete, what items must be submitted before processing can begin.

(Continued)

## **APPLICATION PROCESS (continued)**

**STEP 5** PUBLIC NOTICE - Once it has been determined that a complete application has been submitted, a notice of public hearing will be sent to the owners of all properties within 500 feet of the exterior limits of the affected property, and published in a newspaper of general circulation within the County at least ten (10) days prior to the public hearing.

**STEP 6** ACTION - The Planning Commission will hold at least one public hearing on the plan amendment and then render its decision in the form of a resolution which makes a specific recommendation to the Board of Supervisors. The Board of Supervisors will hold at least one public hearing on the proposed plan amendment. The Board may approve, modify or disapprove the recommendation of the Planning Commission. Any significant modification of the plan amendment will be referred back to the Planning Commission for report and consideration. The adoption of a plan amendment by the Board of Supervisors will be by resolution. Action on the plan amendment by the Board of Supervisors is final.

Amendments to a Local Coastal Plan will be processed in accordance with the rules and regulations promulgated by the California Commission.

## **FOR FURTHER INFORMATION**

- ° Visit the Marin County Planning Department Zoning Counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4 p.m., or call (415) 499-6269.
- ° See Marin County Zoning Ordinance, Chapter 22.86

## **GENERAL/COMMUNITY PLAN AMENDMENT SUBMITTAL REQUIREMENTS**

1. A completed Zoning/Development Application.
2. A completed Environmental Review Submission.
3. A written statement describing the general location and acreage of the subject area; the existing and proposed Countywide, community or Local Plan designation; and the reason why the change is requested.
4. If the subject property is comprised of more than one parcel and more than one property owner, a petition for a plan amendment shall be submitted stating the following:
  - a. legal description of all parcels comprising the subject property;
  - b. address and parcel number for each parcel (if undeveloped, indicate as such);
  - c. name and mailing address of property owners for every parcel within the subject area; and
  - d. signature of each subject property owners.

In addition, the attached signed and notarized Petitioner's Affidavit must be submitted.

5. Any other material as may be required by the Planning Director
6. Filing fee (see Fee Schedule).

PETITIONER'S AFFIDAVIT

STATE OF CALIFORNIA  
COUNTY OF MARIN

I, \_\_\_\_\_, being duly sworn, depose and say that I am one of the owners of the property described in the foregoing petition, that I hereby verify the validity of the signatures of the petitioners appearing on said petition and that the foregoing statements and all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct.

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the County of Marin  
State of California

The petitioners have authorized the following person to represent them in matters relating to the foregoing petition and request the Planning Department to notify him of their report and recommendation on the petition; to notify him of the Commission hearing time, and in the preparation of their report, to direct any questions they may have concerning said petition or the affected property to him:

Business Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

(Name and address of representative if other than petitioner named above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE FILLED IN BY PLANNING DEPARTMENT**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_